

EZ Institute Course Descriptions

Institute At-A-Glance

	Session	Date	Title	The Purpose of The Course
Core Courses	I. (9am - 3pm)	01/21/2005	Mission Development /Refinement	This course will help your organization to develop a mission statement or redefine its existing mission statement, A combination of interactive presentations, individual and group exercises, and case study/role-playing will demonstrate the importance of a mission statement and its relevance to daily operations. At the conclusion of the course, expect to have a developed/redefined mission statement as well as a plan to use the mission statement to mobilize organizational stakeholders.
	II. (9am - 3pm)	01/28/2005		
Session	I. (9am - 3pm)	02/04/2005	Organizational Structure	This one-day class will present the basics of organizational structure for small nonprofit organizations. Relevant issues such as legal status, organizational structure options, founder's syndrome, and creative staffing strategies will be discussed. The class will offer an opportunity for trainees to take an in-depth analysis of their organizations' structure, identify challenges, and develop a plan to address these challenges.
	I. (9am - 3pm)	02/25/2005	Budget Development	The course will discuss the basics of budget planning and development. Relevant topics include cost discussions, payroll/fringe rate expenditures, reporting and auditing, reporting of "in-kind" contributions, applications for funding, etc. The financial planning process will be discussed in light of the organization's overall mission and strategic goals. Upon completion of the training, all participating organizations would have draft of realistic and sustainable organizational budgets.
	II. (9am - 3pm)	03/04/2005		
	III. (9am - 3pm)	03/11/2005		
	I. (9am - 3pm)	03/25/2005	Technological Infrastructure	Learn how to build technological infrastructure with little discretionary funds. Learn about available resources including technical support, low-cost equipment, grant opportunities, etc. Gain a basic knowledge of hardware specifications and operating systems so that your organization can make educated information technology decisions. Complete the course with the development of technology infrastructure implementation plan.
	II. (9am - 3pm)	04/01/2005		
	III. (9am - 3pm)	04/08/2005		
	I. (9am - 3pm)	04/22/2005	Target Population and Service Needs	This Course will address the importance of target population needs assessment. Key topics include 1) shift in target population needs, 2) Continual alignment of service needs with the organization's mission, 3) Best Practice service models, and 4) alignment with external entities' priorities. A combination of interactive presentations and group exercises will result in the development of strategies and resources to complete needs assessments. Upon completion of the course, participants will have an action plan/strategy and timeframe for assessing their target population. <i>Technical assistance will be available upon completion of the course.</i>
	II. (9am - 3pm)	04/29/2005		

	I. (9am - 1pm)	05/20/2005	Alignment between Mission, Target Population and Service Needs	A sequel to Target Population and Service Needs, this course will discuss the importance of alignment between the organization's mission, population served, and target population service needs. The implications of this alignment to the organization's operations (service niches, staffing patterns, fundraising strategies, financial efficiencies, etc.) will be explored. Resource for conducting relevant research and analysis will be identified. Collaborative strategy development/action planning exercises will complete the course. At the conclusion of the course, participating organizations will have a strategy and timeframe for determining the alignment between their mission, target population, service needs. <i>Technical assistance will be available upon completion of the course.</i>
	II. (9am - 1pm)	05/27/2005		
	I. (9am - 3pm)	06/03/2005	Program and Financial Report Production	Be better prepared to track program outcomes, conduct analysis of outcomes, generate reports for funding resources, and prepare fiscal reports that enable decision-making. Upon completion of the course, you will have a plan to identify useful data and develop and utilize tracking systems.
	II. (9am - 3pm)	06/10/2005		
	III. (9am - 3pm)	06/17/2005		
Elective Courses	I. (9am - 1pm)	06/30/2005	Board Development	This course answers basic questions about Boards of Directors and their role in a non-profit organization's governance. It discusses the different governing models and the distinct roles and responsibilities of Board and staff members. The course further addresses the basic challenges faced by leaders and staff members of small and mid-sized non-profit organizations in recruiting and retaining committed and high-functioning Board members.
	I. (9am - 11am)	05/05/2005	Legal Clinic	Two legal clinics will be offered at the conclusion of the series of courses. The clinics will be open to all course participants. Answers to "burning legal questions/concerns as well as materials on general legal resources for non-profit organizations will be provided.
	II.(9am - 11am)	07/07/2005		